

Training and Evaluation Outline Report

Task Number: 12-6-0009

Task Title: Process Replacements (S1)

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-101	PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, AND DEPLOYMENT CYCLE)	Yes	Yes
	AR 600-8-111	WARTIME REPLACEMENT OPERATIONS	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

Condition:

The unit is deployed conducting Unified Land Operations. Replacement personnel are arriving and will continue to arrive, as required, including during periods when tactical operations are being conducted. Automated personnel systems are present and operational. The unit standing operating procedures (SOP) is present. Communications are established with higher headquarters and home station. Information is being passed in accordance with (IAW) the Tactical Standing Operating Procedures (TSOP). The unit receives guidance on the rules of interaction (ROI) and rules of engagement (ROE). Contact with coalition partners and noncombatants in the area is possible. Threat capabilities cover a unified land operations including information gathering, hostile force sympathizers, terrorist activities to include suicide bombings, and on to conventional, air supported, and reinforced squad operations in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Replacements are welcomed, briefed, processed, equipped, and transported to their assigned units within 24 hours or as expeditiously as possible in keeping with the tactical situation. Critical leadership positions are filled IAW the commander's replacement priorities. S1 personnel process replacements so they arrive at their respective units fully prepared for integration into the unit. At MOPP4, replacements will only be welcomed, briefed on the tactical situation, and maintained in protected area with remaining actions postponed until a CBRN-free environment is determined.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

- * 1. Commander directs replacement processing.
 - a. Provides concept and guidance.
 - b. Establishes priorities for assignment of replacements.
 - c. Adjusts priorities to accommodate the tactical situation.
 - d. Inspects replacement processing actions.
- * 2. S1 manages replacement processing.
 - a. Develops replacement plan, policies, and procedures.
 - b. Establishes replacement call-forward procedures with home-station rear detachment.
 - c. Identifies key leadership and critical military occupational specialty (MOS) shortages.
 - d. Develops summary strength data for each subordinate unit.
 - e. Briefs commander on unit strength data, loss estimates, and replacement projections.
 - f. Recommends assignment priorities.
 - g. Reports strength and replacement data to higher headquarters (HQ) and supporting elements.
 - h. Inspects replacement processing procedures.
- 3. S1 personnel conduct administrative processing.
 - a. Conduct replacement welcome orientation.
 - b. Brief replacements on the environmental conditions and unit missions and status.
 - c. Collect orders/assignment instructions, training records, personnel data, and medical and dental records, as appropriate.
 - d. Verify status and equipment.
 - e. Separate return-to-duty personnel from replacements.
 - f. Review collected materials for accuracy and completeness.
 - g. Log replacements into the unit.
 - h. Recommend replacement assignments.
 - i. Prepare assignment orders/assignment instructions.
 - j. Enter replacement data on battle rosters, as required.

- k. Enter personnel data into the automated personnel system.
- l. Complete postal, hometown news release, and other forms and data requirements.
- m. Establish rating schemes, as required.
- n. Update Soldier support file.
- o. Forward automated data, forms and other information to appropriate HQ and supporting organizations.
- p. Provide briefings on the status of administrative processing.

4. S1 personnel obtain command, staff, and HQ element replacement support.

- a. Schedule briefings on mission, threat, tactical situation, ROI, ROE, fratricide prevention, health, safety, and other command directed topics.
- b. Arrange for needed medical, legal, and religious support.
- c. Schedule inspection of clothing, weapons, and equipment of replacements.
- d. Arrange for issue of missing and unserviceable combat critical clothing, equipment, weapons, and ammunition.
- e. Provide mess and billeting information and instructions.
- f. Arrange transportation to assigned unit.

5. Rear Detachment personnel conduct replacement processing.

- a. Receive and integrate replacement personnel into rear detachment.
- b. Notify S1 of personnel gains.
- c. Coordinate with installation for theater specific training and equipment issue.
- d. Conduct training until Soldiers are called forward.
- e. Monitor Soldier SRP status and initiate any required processing.
- f. Receive call forward notice and inform Soldiers of movement.
- g. Coordinate deployment of Soldiers with appropriate installation activities.
- h. Notify S1 of Soldiers' departure and expected arrival at theater.
- i. Update personnel database and strength reports.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Commander directed replacement processing.			
2. * S1 managed replacement processing.			
3. S1 personnel conducted administrative processing.			
4. S1 personnel obtained command, staff, and HQ element replacement support.			
5. Rear Detachment personnel conducted replacement processing.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

Supporting Individual Task(s): None

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.1.1	Perform Personnel Readiness Management
ART 4.2.1.1	Man the Force
ART 4.2.1.1.2	Conduct Personnel Accounting

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

Materiel Items (NSN)

Step ID	NSN	LIN	Title	Qty
	4910-01-138-6833		Computer Printer	1
	7025-01-466-0019	70227N	Optical Reader, Data Entry, Digital Sender, HP 9100C	1
	5895-01-540-4543		Computer, Laptop	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. None

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).